

GENERAL LIBRARY REPORT  
CNET Form 5070-1 (Rev. 7-88)

CNET Report 5070-3

Report is due no later than three weeks after close of FY.

TO:

1. ACTIVITY SHORT TITLE

2. LOCATION

3. BOOK DISTRIBUTION CODE

4. ACCOUNT NUMBER

5. FOR FY

6. DATE (Day, Month, Year)

## 7. POPULATION SERVED

 NO CHANGE  
(Skip to Item 19)

## 8. PHYSICAL FACILITIES

	LIBRARY	A TOTAL SQ FT	B TOTAL SEATS	C SHELVING LINEAR FEET
A. Military strength	9. Mats			
B. Authorized bed capacity	10.			
C. Dependents	11.			
D. Civilians overseas	12.			
E. SHORSTAMPS population	13.			
F. Ships homeported	14.			
G. Ships' personnel	15.			
H. Registered readers	16. TOTAL			
I. TOTAL registered users	17. Increase			
J. Patron count <input type="checkbox"/> (Check if estimated)	18. Decrease			

FUNDING (To nearest \$100.00 in thousands)

CATEGORY	APPROPRIATED		C NON APPROPRIATED (Marine Corps only)	D TOTAL
	A CNET/CMC	B LOCAL		
19. Books	•	•	•	•
20. Audio	•	•	•	•
21. Magazines	•	•	•	•
22. Newspapers	•	•	•	•
23. Film	•	•	•	•
24. Microforms	•	•	•	•
25. Other materials	•	•	•	•
26. Furniture	•	•	•	•
27. Supplies, equipment, services	•	•	•	•
28. Travel and training	•	•	•	•
29. Binding	•	•	•	•
30. TOTAL	•	•	•	•

End(4)

CNET Form 5070/1 (Rev. 7-80) (Continued)

## COLLECTIONS AND CIRCULATION

CATEGORY	A. LAST REPORT		B. ADDED		C. DROPPED		D. NEW TOTAL		E. CIRCULATION
51. Books									
52. Audio									
53. Film (film)									
54. Other Film									
55. Microforms									
56. Paperbacks									
57. Other (Specify)									
36. TOTAL									
PERIODICALS	A TITLES	B SUBSCRIPT.	A TITLES	B SUBSCRIPT.	A TITLES	B SUBSCRIPT.	A TITLES	B SUBSCRIPT.	C CIRCULATION
59. Newspapers									
60. Newsletters									
41. INTERLIBRARY LOANS				C. TOTAL					
<input type="checkbox"/> A. LENT	<input type="checkbox"/>	<input type="checkbox"/>	B. RECEIVED						
42. SERVICE HOURS (Total)			44. WEEKLY HOURS OPEN						
<input type="checkbox"/> REGULAR HOURS NOT MAINTAINED				45. WEEKLY EVENING HRS (After 1630)	46. WEEKEND HOURS OPEN				47. TOTAL (45 + 46)

## STAFFING

NAME	A SERIES	B GRADE	C PTE	D NAF	E FOREIGN	F VACANT	ITEM	A PTE	B PTE ASSIGNED	C PTE WATCH
							66	67	68	69
66			*							
67			*							
68			*							
69			*							
70			*							
71			*							
72			*							
73			*							
74			*							
75			*							
OTHER	66	67	68	69	70	71	72	73	74	75
CIVILIAN	56 Enlisted									
MARYERS	57 Officer									
60										
61										
62										
63										
64										
65										
66										
67										
68										
69										
70										
71										
72										
73										
74										
75										
CATEGORY	A TOTAL HOURS	B MAN/HR EQUIV	ITEM		A USABLE	B OUT OF SER	C TOTAL			
60. U.S. Civil Service										
61. Military			68. Audio							
62. NAF			69. Microfilm readers							
63. Foreign employees			70. Microfiche readers							
64. Student/summer aides			71. Film strip projectors							
65. Volunteers			72. Slide/strip projectors							
66. Others			73. Copiers							
67. TOTAL		*	74. Other (Describe)							

78. NARRATIVE (Refer to instructions. Attach additional sheets, as required.)

78. LIBRARIAN'S NAME (Typed)	SIGNATURE	DATE	78. TELEPHONE (AUTOVON)
77. SUPERVISOR'S NAME (Typed)	SIGNATURE	DATE	78. TELEPHONE (COMM-FON)

INSTRUCTIONS

Activities with branch libraries submit (1) a consolidated statistical report and narrative for main and branch libraries; and (2) separate statistical reports for main library and each branch library, exclude the narrative. Complete all items on the form. Use N/A if appropriate, N/C (not applicable), N/C (no change). Report dollars to nearest hundred in thousands (e.g., \$1,749.00 as 1.7, \$55.00 as 0.1).

1. Activity Short Title. The official activity abbreviated short title (NAS, NAVCONSTA, NRMC, MCBD, etc.)
  2. Location. Self-explanatory
  3. Book Distribution Code. See book shipment address label (enter as A 1 - X.)
  4. Account Number. Enter account number assigned by CNET. Main library and consolidated reports have same account number.
  5. Fiscal Year. Last two numbers of fiscal year reported (e.g., FY 80 as 8 0).
  6. Date. Date report is prepared. (For month use #1, #2, . . . . 10, 11, 12)
  7. Population Served
    - a. Military Strength. Number uniformed personnel assigned activity last day of fiscal year, include all tenant commands.
    - b. Authorized Bed Capacity. Applies to hospitals and medical centers only.
    - c. Dependents in Area. Number dependents of active duty personnel housed aboard the activity and in the vicinity.
    - d. Civilian Employees. Overseas activities enter number of civilian employees and dependents authorized library use.
    - e. SHORSTAMPS Population. Enter SHORSTAMPS parameter data for population served.
    - f. Ships Homeported. Number ships homeported at the activity on 30 September.
    - g. Ships' Personnel. Annual daily average number of personnel aboard ships in port.
    - h. Registered Retirees. Number of retired members and dependents registered as library users.
    - i. Total Registered Users. If no file is maintained, enter N/A.
  8. Patron Count. Total number non-library staff entering library during the year regardless of reason. Include orientation classes, off-duty class students, visitors to exhibits and open house, etc. (If estimated, enter X in box.)
  9. Physical Facilities. Enter X in box if all facilities are the same as in previous year's report.
  - 9 thru 15 Library. (Consolidated report) Enter branch data in the order of the last element in the libraries' account numbers.
    - A. Total Square Feet. Obtain from Public Works Department. Include office, workrooms, head, and storage areas.
    - B. Total Seats. Number of seats available to library users, include carrels.
    - C. Shelving. Total linear feet of shelving available for library materials, exclude workroom shelving.
  17. & 18. Increase/Decrease. Explain changes in the narrative, item 75.
  19. Funding. Column C applies to Marine Corps only.
  20. Books. To determine value of materials provided by CNET/GMC use standard and special prices for books obtained via book stocks or distribution. Include cost of book rental plans, government publications (except periodicals), and other materials shelved as books.
  21. & 22. Audio. Actual cost of sound recordings provided by CNET/GMC or purchased locally.
  23. Magazines and Newspapers. Actual cost of all subscriptions placed during fiscal year. Include government periodicals.
  24. Film. Include cost of all film products except microforms (films, film strips, slides, film loops, etc.).
  25. Microforms. Include all microform costs (microfiche, microfilm, etc.) and subscriptions of all materials, books, journals, etc.
  26. Other Materials. Cost of all materials not covered above such as subscriptions to financial services, etc.
  27. Furniture. Commercial or GSA stock furnishings. (Include shelving)
  28. Supplies, Equipment, Services. Cost of specialized library items, equipment rental costs, cataloging services, etc.
  29. Travel and Training. Travel expenses, workshop fees, seminars and professional conventions, tuition and registration fees, etc., for courses paid by the Government.
  30. Binding. Self-explanatory
  31. Total. Self-explanatory
- COLLECTIONS AND CIRCULATION
32. Books. Total shelf-listed items including completed volumes of periodicals. Do not include rental collections; report these in item 75. Books in microform are reported in item 35. Circulation includes actual checkouts to users and not books left on tables, transfers to branches, etc.
  33. Audio. Total record albums, tapes, cassettes and cartridges, etc. Circulation includes each circulation and each playing of recordings on user request.
  34. Film. Total film titles (not reels). Circulation includes each circulation or showing.
  35. Other Film. Total non-film titles (film strips, slides, loops, 16mm films, etc.). Circulation includes each showing.
  36. Microforms. Total of volumes of books, periodicals, catalogs, reports, etc. in microform (microfiche, microfilm, aperture cards, etc.). Circulation includes each circulation or recorded use.
  37. Paperbacks. Total uncataloged mass market paperbound books on hand. Count circulation only if book cards and pockets are used and circulation procedures followed.

37. Other. Total all other materials (pamphlets, maps, games, art objects, etc.) available. Circulation is recorded usage.

38. Total. Self-explanatory

39. & 40. Magazines and Newspapers. In column A enter:

A. Titles. The number of different titles received whether paid or free.

B. Subscript. Number of paid subscriptions to magazines (journals, transactions, periodicals, etc) and newspapers.

C. Circulation. Include all recorded issuances of magazines and newspapers, but not normal browsing.

41. Interlibrary Loans. Total number loaned and received from other libraries. (Enter total loans and borrowings in Item 41C)

42. Grand Total Circulation. Self-explanatory.

43. Service Hours. Describe last complete week, Sunday - Saturday, of the FY. If library not open on regular schedule, explain in Item 75.

44. Weekly Hours Open. Self-explanatory.

45. Weekly Evening Hours (After 1630). Total hours of library operation after 1630 on week days (Monday - Friday).

46. Weekend Hours. Total hours of library operation on weekends (Saturday and Sunday).

47. Total. Sum of Item 45 + 46.

STAFFING. Items 48 - 59 concern only persons engaged in operating the library, civilian and military, on the last day of the fiscal year. (Do not report janitorial personnel)

48 thru 55 Civilian Staffing. Pertains to paid library employees only. Non-appropriated fund employees (including off-duty military) and foreign employees on local payplans, enter in Col A (Series) the closest equivalent GS or Wage Board series and check Col D or E as appropriate. Positions vacant on 30 Sept to be filled, report in all columns with expected date of appointment of new employee in Col F. In Col C, enter # hours per week each person works (e.g., enter 40 hrs as 1.00, 20 hrs as 0.50, 10 hrs as 0.25).

OTHER STAFFING. Items 56 - 58 pertain to persons whose pay is not charged to the library.

56. Enlisted. Col A, total FTE weekly working hrs of enlisted members E.G., five JMs work 75 hrs or 1.88 FTE). Cols B & C, FTE total hrs worked week by listed personnel assigned to library and by watchstanders. (Example: One member assigned full time, enter 1.00 in Col B and 0.88 in Col C.)

57. Officer. See Item 56

58. Other Civilian. Weekly contribution of all other staff (volunteers, student aides, CETA staff, student interns, etc.).

59. Total FTE. Items 48 - 58

60 thru 67 Manyears (MY). One MY consists of 2080 hrs of work. Col A, enter total hrs of library work performed in each category. Col B, personnel for FY. Col B, enter MY equivalents of hrs entered in Col A (6200 hrs military time show in Col B as 2.98 (6200 + 2080)).

68 thru 73 Equipment. Cols A and B, self-explanatory.

74. Other. Enter combined number (circulation machines, book detection systems, etc.)

75. Narrative. Include all items listed below in the order provided. Negative entries are required, if appropriate.

a. Personnel changes during report period. Report figures, not names.

b. Describe new or expanded programs and services.

c. Describe changes in physical facility (new equipment, furniture).

d. Describe potential and existing problems.

e. List projected improvements to program and services over the next report period.

f. Explain any drastic change in statistics reported from previous period.

g. Describe book lists and bibliographies prepared and quantities distributed (include samples).

h. Summary of work with and programs for children.

i. Summary of branch library services and programs.

j. Collection development, including gifts and donations received, rental collections, etc.

k. Professional meetings, workshops, conferences attended, and formal training taken by staff. Include NRO & TFW activities.

l. Summarize publicity and public relations programs. Include news releases, special exhibits and displays, program support for human goals programs, off-duty education, tenant commands, etc.

m. Library evaluation and analysis. Describe management and administrative projects and studies undertaken to evaluate and improve programs (e.g., reader or military community interest surveys, library user needs, work flow, technical processing/acquisition studies).

n. Library membership or participation in library networks, consortia or other cooperative arrangements.

o. Other items of interest.

76 thru 79 Self-explanatory.

#### DISTRIBUTION

##### NAVY ACTIVITIES

a. Original and one copy to CNET (Code N-112), Naval Air Station, Pensacola, FL 32508

b. Copy to Naval Regional Librarian

c. Copy to appropriate commanding officer

d. Retain one copy

##### MARINE CORPS ACTIVITIES

a. Original to CNET (Code N-112), Naval Air Station, Pensacola, FL 32508

b. Copy to Commandant of the Marine Corps (Code TME)

c. Copy to Naval Regional Librarian

d. Copy to appropriate commanding officer/commanding general.

e. Retain one copy